

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**DEPUTY FIRE & RESCUE CHIEF
FIRE AND RESCUE DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs specialized management, administrative and technical work in directing and participating in a variety of divisions and programs within the Fire & Rescue Department. Employee reports to the Fire & Rescue Chief.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for the management of a variety of divisions and programs within the Fire & Rescue Department including, but not limited to, activities of the Fire Marshal and Support Services Divisions which include code enforcement, public education and arson investigation; recruitment; contract management; all matters regarding newly annexed portions of the City as they relate to fire and rescue services; apparatus purchases and maintenance; matters related to departmental facilities including new construction, renovations and maintenance; emergency addressing program; relations with the County's Emergency Management Services Department; and departmental training which includes continuing education, new recruit academy and maintenance of all related, necessary records. Work also includes developing and managing departmental budget. Work is performed independently within the framework of departmental policy. Considerable tact, courtesy and firmness are required in public contacts in explaining and enforcing pertinent laws and codes. Work is performed with considerable independence under limited supervision of the Fire & Rescue Chief and is evaluated by a combination of the employee's ability to carry out essential job functions, continuing acquisition of new knowledge and skills in support of those essential job functions, and the ability to demonstrate the competencies described herein.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assists in developing and implementing goals, objectives, policies, procedures and work standards for the department.

Coordinates the preparation and administration of the annual budget for the department.

Plans, organizes, administers, reviews and evaluates the activities of operational, technical and office support staff through subordinate managers and supervisors.

Manages the day-to-day operations of all assigned areas.

Ensures that departmental programs comply with OSHA and other regulatory agencies' standards.

DEPUTY FIRE & RESCUE CHIEF

Manages, through subordinate managers and supervisors, all fire prevention activities, including public education and information programs, fire investigation practices; ensures that all fire codes and ordinances are appropriately enforced.

Manages the provision and delivery of training and professional development for the department; evaluates training results and makes recommendations for changes.

Manages the emergency management and logistic functions of the department.

Conducts studies and reports on anticipated needs for new and expanded fire facilities and more efficient utilization of existing facilities.

Manages, through subordinate managers and supervisors, the hiring, promotion and evaluation processes of employees; makes recommendations on actions relating to these matters.

Manages the Emergency Address Program of the City.

Negotiates or assists in the negotiation of automatic and mutual aid contracts with other departments and agencies to prevent and suppress structural, commercial, wildland, aircraft and other types of fires and/or emergencies.

Negotiates or assists in the negotiation of cooperative agreements with other agencies or departments which provide support services to the department.

Coordinates assigned activities with those of other departments, divisions, outside agencies and organizations.

Evaluates the need for apparatus, equipment and supplies for the department; prepares related purchasing documents, as necessary.

Identifies opportunities for improving service delivery methods and procedures; reviews identified opportunities with appropriate management staff and assists in the coordination of improvements.

Provides staff assistance to the Fire & Rescue Chief.

Prepares and presents staff reports; analyzes data and prepares reports and other necessary correspondence from that data.

Responds to and resolves difficult and sensitive citizen complaints and inquiries.

Responds to public and media inquiries in association with the City's Public Information Coordinator.

Commands Fire & Rescue staff and/or advises incident commanders at major emergencies.

Acts as Fire & Rescue Chief in his/her absence.

ADDITIONAL JOB FUNCTIONS

Maintains availability for response on an off-duty basis in event of fire, rescue, hazardous-materials or other emergency, or for fire investigation or fire code activities as necessary.

Performs related work assignments as required.

DEPUTY FIRE & RESCUE CHIEF

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the modern practices, procedures and methods involved in fire and rescue department administration, including organization, fiscal management, budgetary preparation and controls, and program planning, implementation and administration.

Thorough knowledge of the modern principles, procedures and methods involved in fire fighting, fire prevention and rescue, and the ability to apply this knowledge to varied fire control and administrative problems.

Thorough knowledge of the modern principles, practices and techniques involved in administering state and local fire codes, and related ordinances, regulations, policies and procedures.

Thorough knowledge of the modern principles, practices and techniques involved in personnel management and employee supervision, including hiring, training and disciplining.

Thorough knowledge of the modern principles, practices and techniques involved in management including planning, analyzing, developing, directing and evaluating fire programs, administrative policies and fire control problems.

Thorough knowledge of City and departmental rules, regulations, policies, procedures and guidelines; ability to interpret and enforce the same firmly, impartially and tactfully.

Thorough knowledge of the modern programs and systems used in identifying the mechanical, chemical and thermal characteristics of a wide variety of flammable, hazardous and explosive materials and objects; ability to recognize and define such materials and objects, and to recommend remedial action as necessary.

Thorough knowledge of modern disaster planning, response and recovery.

Thorough knowledge of the modern principles, practices and techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Thorough knowledge of the modern computer applications used for departmental work assignments.

Thorough knowledge of the modern principles, practices and techniques of record management.

Considerable knowledge of the geographical layout of the City.

Considerable knowledge of the modern investigative methods and techniques used in determining the causes of fires.

Considerable knowledge of federal, state and local laws, codes and regulations.

General knowledge of the current literature, trends, and developments in the field of fire and fire prevention administration.

Ability to exercise sound judgment in routine and emergency situations.

Ability to express ideas effectively orally and in writing.

Ability to communicate effectively on a one-to-one and group basis.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DEPUTY FIRE & RESCUE CHIEF

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree (with a master's degree preferred) in fire science or a related field and approximately 19 years of experience in the Fire & Rescue Department; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENTS

Designation as a Chief Fire Officer. Possession of the following certifications: Firefighter II, Fire Inspector III, EMT-D, HazMat Technician, Fire Instructor II, Fire Officer II, Fire Education I, 100 points towards Fire/Arson Investigator Certification, and a CDL.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works, and to think, learn and process information using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict and perform as an effective team member.

Intellectual Competency: Ability to think, learn, process information, solve problems and gather necessary information using math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities, and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Professional Conduct: Ability to exhibit conduct that demonstrates a commitment to public service. Ability and maturity to react in a professional manner, both within and outside the organization.

Salary Grade 25
Exempt